

Minimum Qualification Specifications  
for the Class:

OFFICE SERVICES SUPERVISOR

**Experience Requirements:**

General Experience: Three years of progressively responsible clerical work experience.

Supervisory Experience: Two years of work experience which included (1) planning and directing the work of others; (2) assigning and reviewing their work; (3) timing and scheduling their work; and (4) training and developing new employees.

**Substitutions Allowed:**

(1) Completion of pertinent training at an accredited business or technical school may be substituted for one year of general experience.

(2) Education at an accredited college or university may be substituted for general experience on a year-for-year basis, up to a maximum of three years.

**Quality of Experience:**

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

**Selective Certification:**

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

**Tests:**

Applicants may be required to qualify on an appropriate examination.

**Physical and Medical Requirements:**

Applicants must be able to perform the essential duties and responsibilities of the position effectively and safely, with or without reasonable accommodation.

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This is an amendment to the minimum qualification specification for the class OFFICE SERVICES SUPERVISOR which was approved on September 9, 2008.

DATE APPROVED: OCT 06 2008

  
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for MARIE C. LADERTA  
Director of Human Resources Development